

## CREATING THE SCHEDULE

2135

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Standard form 73, Records Retention Schedule, is to be used for scheduling records. The form is available in word processing format from the records management coordinator (RMC).

All records must be scheduled. Records kept “permanently” (those which will never be destroyed) must also be scheduled. Schedules must be amended promptly when treatment of the record must be changed (i.e., a new program is added to a unit, something is taken away from the unit, or a merge with another unit has occurred).

Experience has shown that without careful and explicit description of the treatment of records, specific information can be lost when people who originally prepared the schedules leave State service, promote, or transfer.

The following points will assist in preparing an accurate schedule on the first attempt:

1. The RMC reviews schedules for appropriateness of retention periods, clarity and completeness. The Information Management Consultant (IMC) at the Department of General Services reviews the schedule upon receipt from the department RMC. The Chief of State Archives in the Office of the Secretary of State reviews material worthy of preservation for historical or research purposes. Titles, descriptions, and treatment of records listed on a schedule **MUST BE CLEAR** to persons unfamiliar with the business of the agency or the purpose of the records.
2. Ensure record schedules have been reviewed and approved by the program manager responsible for the records. The program manager is considered the record custodian and signs as the authorized agent to approve retention and destruction authority.

If records that have been destroyed are subpoenaed for court, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the department's actions. If schedules are not specific, it may not be possible to prove there was no adverse intent when the records were destroyed. Adverse intent (in keeping records out of court) is both a civil and criminal offense.

3. After the schedule has been reviewed by the IMC at General Services and the approval number assigned, the approval number may be used to support a request for purchase of equipment or to store records in the records centers. Records may not be destroyed according to a new retention period until the State Archivist has completed review of the schedule.

4. When the approved schedule is returned to the agency RMC, a copy of the schedule must be sent to the person(s) responsible for maintaining records.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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